Oxford Diocesan
BUCKS SCHOOLS TRUST

Job Applicant Privacy notice

Introduction

The Oxford Diocesan Bucks Schools Trust (ODBST) has a number of obligations under the General Data Protection Regulation (GDPR). This privacy notice sets out the types of data we hold on you as an employee of ODBST and how we use and store that information when you apply to work for us, during the recruitment process and subsequently if you become an employee of ODBST.

Data Controller Details

ODBST is the data controller for all its members schools and its central team. Our postal address is The Office, Moat Farm, Marsh Lane, Stoke Mandeville, Buckinghamshire, HP22 5UZ.

The Data Protection Officer for ODBST is Rachael Hollinshead. She can be contacted at rachael.hollinshead@oxford.anglican.org

Data Protection Principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way;
- collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you;
- only use it in the way that we have told you about;
- ensure it is correct and up to date;
- keep your data for only as long as we need it;
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed.

Types of data we process

We process personal data for employment purposes to assist in the running of ODBST.

This personal data includes, but is not restricted to:

- Your name, date of birth, address, telephone number/s and email address
- Details of qualifications, skills, experience, employment history, other relevant experience, professional memberships and achievements
- Information about your current remuneration level, including benefit entitlements
- Proof of your right to work in the UK

- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Equality monitoring information, including information about your gender, ethnic origin, sexual orientation, age, health and religion or belief
- Employment references and the results of any pre-employment screening i.e. DBS checks or fitness to work
- The outcome and results of any interviews or tests which formed part of the recruitment process
- Bank account details, National Insurance number and tax status information
- Copy of driving licence
- Photographs used during a recruitment exercise and for building access passes

We collect data about you in a variety of ways and this will usually start during a recruitment exercise, such as an application form completed by you and interview notes made on behalf of ODBST. In some cases, we may also collect data from third parties such as when taking up references from former employers. Personal data is kept in paper personnel files within Schools or within ODBST's electronic HR and IT systems, depending on the role applied for. This information is kept secure and is only used for purposes directly relevant to your employment.

How ODBST process your data

The purpose of processing this data is to help us run the Trust, including to:

- Make an offer of employment to successful candidates
- Process data in order to enter in to an employment contract
- To ensure legal obligations are fulfilled, i.e. checking proof of right to work in the UK before employment commences and seeking information regarding criminal convictions and offences
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Defend any legal claims
- Determine whether we need to make any reasonable adjustments to the recruitment process for candidates who have a disability
- For equality monitoring purposes
- Inform our recruitment and retention policies

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to;
- in order to carry out legally required duties;
- in order for us to carry out our legitimate interests;
- to protect your interests; and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

By way of example, the personal data that is provided by you, or requested from you, during a recruitment process will enable us to perform the employment contract that we are party to (e.g. pay you), carry out our legally required duties (e.g. ensure you have the right to work in the UK) and carry out our legitimate interests (e.g. ensure that in line with safeguarding procedures the appropriate checks have been made before you commence employment with us). Any data that is collected to adhere to the various safeguarding requirements in schools also has a pupil, and public, interest angle.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How ODBST share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Police forces
- Professional bodies
- Employment and recruitment agencies

This list is not exhaustive, but indicates the key organisations your information may be shared with.

If you require more information about how the Trust, local authority and / or DfE store and use your personal data please visit:

- https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation

Other organisations with whom we may share your personal data include:

- The Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children;
- Our payroll provider- e.g. national insurance number and bank account details- to enable you to be paid;
- HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions;
- Our Fitness to Work and our Occupational Health provider
- A child-care voucher provider where you have decided to become part of that scheme so that they can provide the vouchers to you;
- A pension provider, such as Teachers' Pensions or the Local Government Pension Scheme in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. To see their privacy policies please

visit:

- http://www.tpt.org.uk/privacy-policy
- https://www.buckscc.gov.uk/services/council-and-democracy/privacy-policy/

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract;
- The disclosure is necessary for the performance of a legal obligation to which ODBST is subject, for example our legal duty to safeguard pupils;
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

We do not share your data with bodies outside of the European Economic Area.

How long we keep your personal information

The information you provide as part of your application will be used in the recruitment process. We will hold your data securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be destroyed/deleted after 6 months. If you are the successful candidate, your application form and supporting documents, including references, DBS record and Fitness to Work confirmation, will be retained to form the basis of your personnel record with the Trust.

Your rights

You have a number of rights relating to data we hold about you. These include the right to:

- Ask for access to your personal information;
- Ask for rectification of the information we hold about you;
- Ask for the erasure of information about you;
- Ask for our processing of your personal information to be restricted;
- Data portability (in some cases you can ask the Trust to send you an electronic copy of your data so that it can be given to somebody else);
- Object to us using your information;
- Ask the Trust to stop processing your data for a period of time if data is inaccurate or if you have a dispute about whether or not your interests override the Trust's legitimate grounds for processing data;
- Ask the Trust to explain to you the logic behind any automated decision making, including profiling, based on your data.

More information about your rights is available in our Data Protection Policy, available from the Trust's Data Protection Officer.

Automated decision-making

The Trust's recruitment processes are not based solely on automated decision-making.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information requested as part of the Trust's requirements, then the Trust may not be able to process your application as we will be unable to process the data needed to do so.

Information Commissioners Contact Information

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the ODBST Data Protection Officer. If you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Updates to the ODBST Job Applicant Privacy notice

We reserve the right to update this privacy notice at any time, and we will provide candidates with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.